

Staff Records Checklist for Center-Based Funded Programs

Staff Name and Current Position								
Date of Birth								
Most Recent Physical (date)								
Immunizations (MMR)								
Statement of Limitations, if applicable								
BRC Status								
BRC Date								
First Aid Certification (expiration date)								
CPR Certification (expiration date)								
Lifeguard Certification, if applicable								
Disciplinary action/Investigations, if applicable								
EEC Essentials Trainings Certificate of Completion (number of modules and date(s) completed)								
EEC Essentials Trainings Annual Renewal Certificate of Completion (date)								
Driver's License of operator(s) of vehicle used to transport children or 7-D School Bus License (date of expiration)								

* Please refer to attached Instruction Page.

Staff Records Checklist Instructions

These instructions are to assist you in completing the required staff records checklist. A copy of the current checklist must be submitted to the monitor on the day of the monitoring visit. (Please note: if you leave a blank space on the checklist, this will indicate that the information is not on file.)

Staff Name and Current Position: List the names of all program staff, including teaching staff, support staff, transportation staff and administrators.

1. **Date of Birth:** Indicate the date of birth for all staff.
2. **Most Recent Physical:** Indicate the date of the most recent physical examination that is on file.
3. **Immunizations:** Indicate with a ✓ if required MMR immunizations or evidence of immunity to mumps, measles, and rubella are on file. All educators born in or after 1957, regardless of their country of birth, must be able to document two doses of MMR or have evidence (blood titer) of immunity to measles, mumps, and rubella. Those born before 1957 in the U.S. are considered to be immune. Those born before 1957 in countries other than the U.S. must be able to document one dose of MMR or evidence (blood titer) of immunity to measles, mumps, and rubella.
4. **Statement of Limitations:** Indicate with a ✓ if there is a statement on file from a licensed health care practitioner regarding any limitations on the provider in working with children.
5. **BRC Status:** Indicate the status of the most recent fingerprint review.
6. **BRC Date:** Indicate the date of the most recent BRC review.
7. **First Aid Certification:** Indicate the expiration date noted on the most recent first aid certificate. First aid certification must be renewed by the date of expiration listed on certificate or at least every three years (whichever comes first.)
8. **CPR Certification:** Indicate the expiration date of the most recent CPR certificate. CPR certification must be renewed annually, regardless of the date of expiration listed.
9. **Lifeguard Certification** (if applicable): Indicate the expiration date of the most recent Lifeguard Certificate.
10. **Disciplinary Actions** (if applicable): Indicate with a ✓ if documentation of disciplinary actions or investigations are on file.
11. **EEC Essentials Trainings:** Indicate the number of EEC Essentials Trainings completed and the date(s) of completion. Please refer to the EEC Essentials Trainings Policy for Funded Programs to identify training requirements for specific staff populations.
12. **EEC Essentials Trainings Annual Renewal:** Indicate the date(s) of completion of the EEC Essentials Renewal Trainings. Please refer to the EEC Essentials Trainings Policy for Funded Programs to identify training requirements for specific staff populations.
13. **Driver's License of Operator of Vehicle Used to Transport Children or 7-D Certificate** (if applicable): Indicate the date of expiration of the license for any operator of a vehicle used to transport children.